



**Collection Day Guidelines!**  
**for collections in the DC metropolitan area**

**Collection dates are June 22 & 29, July 6, 20, 27, and August 3, 17, 29**

- **Provide the FFF team with the following information to coordinate a pick up, by sending an email to [dodfedsfeedfamilies@cpms.osd.mil](mailto:dodfedsfeedfamilies@cpms.osd.mil)**
  - Activity Name:
  - Physical Address:
  - Point of Contact Information
    - Office phone number/cell number and email address:
  - Security Requirements and Check Points:
  - Potential Challenges: (no truck parking on south side, one way street, etc)
  - Specific Driving Instructions:
  - POC for pick up day:
  - Loading dock physical address and special loading dock instructions (i.e. loading dock times of operations, physical limitations )
- **Make sure the agency contact that was provided is available and reachable at the pick-up time scheduled for your agency.**
- **Label your boxes with your agency name!** Use the Box Label-CAFB Sticker 2011 as the template. Boxes that are not labeled with your agency name will not count toward your agency total.
- **Be ready when the driver arrives!** Begin preparing your boxes for collection before the collection dates. Drivers only have 10 minute windows at each pick-up location.
- **Do not overflow boxes.**
- **DRIVERS ONLY DRIVE**, they are not allowed to load the boxes onto the trucks. You must have a team ready to load the boxes onto the truck.
- **If your agency plans on dropping off the donations directly to the Capital Food Bank be sure to coordinate with them**